

**MINUTES
CITY OF ST. CHARLES
TREE COMMISSION MEETING
RALPH GRATHOFF, CHAIRMAN
JANUARY 12, 2017**

Members Present: Chair. Ralph Grathoff, Valerie Blaine, Kathy Brens, Suzi Myers, Pam Otto, Caroline Wilfong, Ron Ziegler

Members Absent: Jon Duerr, Raymond Hauser

Others Present: Chris Adesso, Jeremy Craft, AJ Reineking, Lisa Vielbig

Visitors Present: None

1. Call to Order & Pledge of Allegiance

The meeting was convened by Chair. Grathoff at 7:04 p.m.

2. Minutes Review and Approval

Motion to approve the minutes of the November 10, 2016 Tree Commission meeting. Motion by Chair. Grathoff, second by Comm. Brens to approve the minutes. Voice vote: unanimous; nays – none. Motion carried at 7:10 p.m.

3. Old Business

A. Review of Urban Forestry Management Plan

Final review of the Urban Forestry Management Plan – Mr. Reineking has had the document reviewed for content and would like to take to the Government Services Committee meeting in February for their input and feedback. He also recommended an annual revision as an ongoing program. Mr. Reineking introduced the newly created Basic Tree Risk Assessment Form, which will be included with the Urban Forestry Management Plan. Several Commissioners expressed their appreciation and how impressed they were with the Plan.

4. New Business

A. News and Concerns from Public Works

1. Arbor Day Banners – Jeremy Craft reported that the number of Arbor Day banners has dwindled from 12 to approximately 6 and those remaining are looking tattered and old. Suggested having new banners created and asked for ideas from the Commission. Comm. Otto offered an example of a banner that could be modified to reflect St. Charles' specifics, including Tree City USA logo, an Arbor Day slogan and date. Orientation of sample to change to vertical format. Mr. Craft to contact St. Charles Downtown Partnership about making up new banners.
2. Tree Risk Assessment Form – This is a ISA Level 1 assessment form that will allow the Arbor Team to pinpoint any tree defects/conditions that may exist. The hope is to reduce any risk associated with the tree and identify next steps required for its care. This should streamline the process of tree inspection.
3. Arbor Day Checklist – Mr. Reineking reviewed the previous year's checklist and went over 2017 responsibilities with the Tree Commission and Public Works staff. The 2017 Tree of the Year is yet to be determined, as is the location of the planting site for the 2017 Arbor Day tree.

B. News of Concerns from Tree Commission

1. Per Comm. Wilfong, Davis Primary School has an interest in trying to coordinate planting of a tree with their volunteer appreciation day.
2. Comm. Myers mentioned that it would be nice to have as many Tree Commission members present at the Government Services Committee meeting when the Urban Forestry Management Plan is presented. She felt this would provide impact.

5. Committee Reports

None

A. Education Committee

None

B. Langum Park Clean Up

Comm. Otto reported Boy Scout Troop #13 is interested in participating in a park clean up and possibly having it become a continuous project/annual maintenance. Troop #13's Scout Leader will discuss with the Scout Master to see if he is interested. The Leader will also check with other Troops to see if there is any interest. Comm. Otto will advise once she receives feedback. Comm. Brens asked if this type of work would qualify for Eagle Scout project.

6. Communications

Approval of Public Services Division Tree Activity Reports for November and December 2016

Motion by Chair. Grathoff to approve the above-referenced reports. Motion by Comm. Myers, second by Comm. Brens. Voice vote: unanimous; nays – none. Motion carried at 7:47 p.m.

7. Additional Items

A. Commissioners

Comm. Brens announced that she partnering with the TriCity Exchange Club to sell tickets to raise money for the Exchange Club to support CASA and TriCity Family Services, among others groups that support young people. She can be contacted for purchase. Tickets are \$5 per ticket.

Maple Sugaring second weekend in March at Creek Bend Nature Center. Open to public – tapping trees March 11 and 12, 2017.

Comm. Wilfong thanked the City's Water Division and Public Works Department for their work.

Chair. Grathoff thanked Comm. Blaine for all her efforts on the Urban Forestry Management Plan.

B. City Staff

None

C. Visitors

None

8. Adjournment

Motion by Comm. Brens to adjourn the meeting, second by Comm. Blaine.

Voice vote: unanimous; nays – none. Motion carried at 7:59 p.m.